

SOFTWARE TRAINING CENTER

PowerPoint 2007 Introduction

Duration: 1 Day

Course Overview:

PowerPoint is an application that is used to create and display presentations and slide shows to audiences. In this course, students are guided through the process of creating an effective presentation using PowerPoint 2007. Students will learn how to create and edit presentations, format text and print their presentations. Students will also learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt. In addition, students will use Document Themes and the Slide Master to create more interesting and informative slide shows presentations.

Who Should Attend: This course is designed for students who are interested in learning the fundamentals needed to create, modify and deliver basic presentations using PowerPoint 2007.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and have experience working with Word 2007 documents.

Course Outline:

The Fundamentals

- Starting PowerPoint 2007
- What's New in PowerPoint 2007?
- Understanding the PowerPoint 2007 Program Screen
- Understanding the Ribbon
- Using the Office Button and the Quick Access Toolbar
- Using Keyboard Commands
- Using Contextual Menus and the Mini Toolbar
- Using Help
- Exiting PowerPoint 2007

Presentation Basics

- Creating a New Presentation
- Inserting Slides and Selecting a Layout
- Opening a Presentation
- Navigating a Presentation
- Using Undo, Redo and Repeat
- Saving a Presentation
- Using Print Preview
- Printing a Presentation
- Closing a Presentation

Inserting and Editing Text

- Inserting Text
- Inserting a Text Box
- Editing Text
- Cutting, Copying and Pasting Text
- Using the Office Clipboard
- Moving and Copying Text Using the Mouse
- Checking Your Spelling
- Finding and Replacing Text
- Inserting Symbols and Special Characters

Formatting Text

- Changing Font Type, Size, Color, Style
- Using the Font Dialog Box
- Using the Format Painter
- Using WordArt

Viewing a Presentation

- Changing Views and Using the Zoom Controls
- Using the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations

Formatting a Presentation

- Using Document Themes
- Changing the Background of a Slide
- Adding Headers and Footers
- Using the Slide Master
- Working with Bulleted and Numbered Lists
- Formatting Paragraphs
- Working with Tabs and Indents
- Changing Page Setup

Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide
- Hiding a Slide
- Marking a Presentation as Final

Delivering a Presentation

- Delivering a Presentation on a Computer
- Using the Pen and Making Annotations
- Creating a Presentation that Runs by Itself
- Using Presenter View
- Creating a Custom Show